



State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

Deborah A. Gist
Commissioner

VACANCY NOTICE

DIVISION OF EDUCATOR EXCELLENCE & INSTRUCTIONAL EFFECTIVENESS OFFICE OF INSTRUCTION, ASSESSMENT & CURRICULUM

ASSESSMENT SPECIALIST

Salary range beginning at \$64,680 – Mid range \$84,085

Assessment Specialists are responsible for supporting the development of a comprehensive assessment system including formative, interim, and summative assessments at the local and state level; coordinating statewide systems of professional development in support of data driven instruction; and participating in collaborative multi-state programs and federal grants. The primary role of this Assessment Specialist is coordinating the Rhode Island Alternate Assessment.

POSTING PERIOD: October 18 – October 29, 2010

Applications will be accepted until position is filled.

APPLICATION REQUIREMENTS:	Mail or email application materials to:
<ul style="list-style-type: none">➤ Cover letter➤ Resume➤ 2 current letters of reference➤ CS-14 application➤ Equal Employment Opportunity Form (optional)	<p>Rhode Island Department of Education Office of Human Resources 255 Westminster Street Providence, RI 02903</p> <p>hr@ride.ri.gov</p>

Employment opportunities, application requirements and instructions posted at
www.ride.ri.gov

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

PLEASE NOTE: Candidates selected for interview will be required to submit official transcripts.

**Subject to FTE approval and available funding*

(Position is part of Local 2012, AFT)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600

Fax (401)222-6178

TTY 800-745-5555

Voice 800-745-6575

www.ride.ri.gov

The Board of Regents does not discriminate on the basis of age, color, sex, sexual orientation, race, religion, national origin, or disability

**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NONCLASSIFIED JOB DESCRIPTION**

TITLE: Assessment Specialist

GENERAL STATEMENT OF DUTIES: Incumbents are responsible for leading and supporting standards-driven educational reform by coordinating assessment and accountability activities to ensure that all students will reach high standards.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgement. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgement to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Coordinates, develops, designs, and implements school and district accountability models/systems for NCLB and overall school reform.

Directs the administration of statewide assessments including design, scoring, reporting and vendor management.

Develops, in collaboration with other states, applicable State Standards for assigned subject area and related assessments.

Conducts workshops on data analysis, accountability, state testing, and other relevant topics to varied audiences including departmental staff, and district and school personnel.

Supports schools and district capacity to use assessment and accountability data in the development and on-going implementation of strategic plans that will improve the performance of all students.

Provides technical reports and briefs to local, State, and Federal officials.

Performs related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Knowledge of applicable federal, state, and local laws, rules, and regulations.

Knowledge of standards-driven curriculum, instruction, and assessment.

Knowledge of accommodations and alternate assessment for inclusion of all students in State assessments.

Knowledge of professional development systems related to standards-driven curriculum, instruction, and assessment.

Knowledge of assessment development methods.

Knowledge of statistical and psychometric methods.

Knowledge of electronic data systems.

Skilled in organizing information and data.

Skilled in managing projects and programs including large-scale contracts.

Skilled in developing large-scale assessments and their assessment systems.

Skilled in developing standards-driven curriculum, instruction, and assessment.

Skilled in developing accommodations and alternate assessments related to inclusion of all students in state assessment.

Skilled in analyzing and interpreting data.

Skilled in preparing reports.

Skilled in facilitating meetings and professional development and technical assistance systems.

Skilled in communicating and interpersonal exchanges as applied to interaction with coworkers, supervisor, education agencies, the general public, etc. sufficient to exchange or convey information and to receive work direction.

EDUCATION: Master's Degree in Education or related field with coursework in assessment preferred.

EXPERIENCE: Three to five years of teaching and/or program management experience.

and/or any combination of knowledge, skills and experience that is substantially equivalent.

Reasonable accommodations can be made for qualified individuals with a disability.

Date: September 2004